

Vision Working Group “D”
System Review and Data

November 19, 1999

Host Hotel

Sacramento, California

MEETING SUMMARY

Members Present: Steve Andriese, Ed Armitage, Larry Karsteadt, Jim Schneider, Barbara Brodfuehrer, Nancy Justin, Craig Stroup, Charla Jensen, Bob O’Brien, Kim Kirkpatrick, Tella Williams, Karl Sporer, Bonnie Sinz, Gary Hinshaw

Guests Present: Michael Frenn, *Solano EMS*; Roberta Bonnet, *Contra Costa EMS*; John Courtright, *Mountain-Valley EMS*; Yvonne Costa, *CDF*; Jim Adamski, *Coastal Valleys EMS*; Marty Reed, *Data Consultant*; Sam Barnett, *Napa Co. EMS*

1. **Welcome and Introductions:** Steve Andriese welcomed the group and introductions were made.
2. **Approval of September Meeting Summary:** The September Meeting Summary was approved as submitted by consensus.
3. **Review Agenda:** Steve Andriese reviewed the meeting agenda.
4. **Travel Reimbursement Update:** The new SSV/ EMSA revised travel reimbursement policy was reviewed. Included in the changes was the requirement that requests for airline ticket vouchers need to initially be forwarded, at least 30 days in advance, to Steve who would contact the EMSA for a voucher for the flight. The traveler will also be responsible to book the flight with Southwest Airlines, advising them that they have a voucher to pay for the flight. Unused vouchers must be returned, or the party will be billed for them. Also, all reimbursement forms must be submitted no more than 60 days after an expense is incurred, or it will not be processed.
5. **System Review and Data List-Server Utilization:** Problems with the list server were brought up for discussion. It was decided that all e-mails should include the senders name in the narrative if it is not clearly identified in, or following the e-mail address. Also, if attachments are very long, that should be noted in the narrative.
6. **Update on EMSA Data Grant:** Ed Armitage gave a brief overview of a 3 year, \$1.3 million OTS grant received by the State EMS Authority to develop a state EMS data system. There was some confusion and discussion regarding how that grant would fit with the Work Group D vision process. Mr. Armitage assured the group that whatever work was done through that grant would be coordinated through Work Group D. However, several concerns and questions remained. It was suggested that the Group Lead and Subgroup Leaders conduct a conference call with Ed and EMSA administration to further discuss the issue. Steve and Ed will arrange the call.
7. **Sub-Group Reports:** The three subgroup leaders gave a brief update on the progress made by their subgroups since the last meeting.

8. **Review of Draft Mission and Vision Statements:** The only revision to the Mission/Vision made by the group was the inclusion of a need for funding to be added to Vision Item # 10. Steve will make those changes.
9. **Review of Action Plan Final Report Outline:** The Action Plan format, *Background*, *Executive Summary*, *Documents to be Developed*, and *Required Legislation* sections of the Action Plan were reviewed. There were no suggested changes to the format, *Background*, or *Executive Summary*. The Title of Appendix B was changed to indicate these are anticipated documents to be developed. Appendix C, #1 under Required Legislation, will be revised to include mandatory hospital participation. Steve will make those revisions.

The Action Plan objectives were also reviewed to see if they were appropriate to accomplish each of the Vision Goals. There were several revisions suggested which will be integrated into the next draft.

10. **Review and Coordination of Sub-Group Objectives, Action Steps, and Timelines:** The group broke up into subgroups to review their specific action steps associated with each of their objectives. The revision to the action steps from each of the subgroups will be forwarded to Steve by November 22 so they can be integrated into the next draft of the Action Plan.
11. **Review Phase I Timetable:** A revised Timetable was handed out for review that would complete Phase I of the project by February, instead of April 2000. The group agreed to utilize the more aggressive timetable.
12. **Discussion Regarding Need for Standardized Statewide Treatment Guidelines:** The group was advised of a discussion that occurred at both EMSAAC and EMDAC regarding the statewide standardization of treatment protocols. If these protocols were to be standardized it would simplify the evaluation and compliance with protocol. While the issue was received favorably by EMSAAC, EMDAC had reservations. Steve advised that he would keep the group updated.
13. **Identification of Objectives Needing Special Project Funding for FY 2000/01:** There was a discussion regarding the possible need for Prevention 2000 grant funding to complete the objectives identified for next year. Since the EMSA has acquired an OTS Grant for the project, it wasn't clear whether or not those funds would cover our objectives. Steve will discuss the issue with the subgroup leaders following the conference call with Ed Armitage, et al, to determine if it is necessary to submit additional letters of intent.
14. **Meeting Review & Sub-Group Assignments:** The subgroup leads will forward their revised action steps to Steve by November 22. Steve will make all revisions to the Action Plan as agreed upon by the group, work with the group leaders to complete the unfinished sections of the plan, and get those revision out prior to the next meeting. He will also send out a meeting summary, and a revised membership list with a list of who has been assigned to which subgroup. Steve will work with the subgroup leaders after the conference call with Ed to determine if it is necessary to submit letters of intent for additional grant funding.
15. **Future Meeting Dates:** The next meeting date will be January 21, 2000 at the same location.

16. Adjournment